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Circular Letter No. 84.

January 26, 1926.

To Supervisors of Schools.

Ladies and Gentlemen:

RESIGNATIONS OF TEACHERS.

You are hereby instructed to notify ALL TEACHERS of your district to the effect that requests for resignations should be submitted to this office, through your office at least two weeks in advance of the time said resignations should be effective, so that convenient arrangements may be made to appoint a substitute to take charge of the work immediately after the resignation of the leaving teacher. The reason for the resignation in each case should be specified very clearly.

No attention will be given by this Department to personal resignations of teachers, either by letter or by wire, which are not submitted through your office, according to our instructions.

Yours very truly,

(Sigend) JUAN B. HUYKE

Commissioner of Education.

FV/er